

MASSACHUSETTS DEPARTMENT OF CORRECTION
REENTRY POLICY

103 DOC 493

TABLE OF CONTENTS

493.01	Philosophy & Reentry Mission Statement.....	2
493.02	Guiding Principles of Reentry:	3
493.03	Definitions:	4
493.04	Institutional Release Planning:	8
493.05	Reentry Presentations:	10
493.06	Notification to Probation:	10
493.07	Housing and Homelessness:	10
493.08	Medical, Mental Health and Substance Abuse Treatment .	12
493.09	Referral to Regional Reentry Center (RRC):	13
493.10	Employment:	14
493.11	Final Release Plan:	14
493.12	Performance Measures:	14
493.13	Emergencies:	15

MASSACHUSETTS DEPARTMENT OF CORRECTION	DIVISION: DEPUTY COMMISSIONER OF CLASSIFICATION, PROGRAMS AND REENTRY
TITLE: REENTRY POLICY	NUMBER: 103 DOC 493

PURPOSE: The Department of Correction ("Department") strives to provide assessment driven, evidence based programming, discharge planning services and release preparation prior to release from incarceration. These services are designed to facilitate and promote an inmate's successful reintegration into the community.

REFERENCES: M.G.L., Ch. 124, section 1 (e).
M.G.L., Ch 111, section 71

APPLICABILITY: 103 DOC 493.00 is applicable to all Department employees; contract services providers, volunteers and all inmates serving a criminal sentence of at least twelve (12) months duration and releasing to the community from a Department facility.

PUBLIC ACCESS: Yes

LOCATION: Department's Central Policy File
Each Institution's Policy File
Each Inmate Library

RESPONSIBLE STAFF FOR IMPLEMENTATION AND MONITORING OF POLICY:

- Deputy Commissioner of Classification, Programs and Reentry
- Superintendents
- Deputy Superintendents
- Director of Reentry and Program Services Division

EFFECTIVE DATE: 05/19/2012

CANCELLATION: 103 DOC 493.00 cancels all previous Departmental and institutional policy statements, bulletins, directives orders, notices, and rules and regulations

regarding reentry and release preparation, which are not consistent with this policy.

SEVERABILITY CLAUSE: If any part of 103 DOC 493.00 is, for any reason, held to be in excess of the authority of the Commissioner, such decision shall not affect any other part of this policy.

493.01 Philosophy & Reentry Mission Statement:

- A. To develop, implement, coordinate and monitor a comprehensive, collaborative, seamless, reentry strategy which promotes successful transition of the offender population to promote public safety and reduce recidivism by collaborating with county, state, community and faith-based agencies in areas including, but not limited to, housing, employment, medical and mental health care, substance abuse treatment, education and related transition programming.
- B. The reentry process is a sequence of events that begins upon an inmate's commitment to the Department and continues until he or she is successfully discharged from supervision into the community. A seamless continuum of services shall be in place for every inmate serving a sentence of at least twelve (12) months to reduce the risk of future criminal behavior and promote the successful return of the offender to the community.

The Superintendents of MCI Framingham, MCI Cedar Junction and South Middlesex Correctional Center shall develop specialized procedures to provide appropriate reentry plans for inmates who are serving a sentence of less than twelve (12) months upon commitment or return on parole violation, probation violation or escape.

- C. In addition to case management, assessments and motivation, all Department staff contribute to the reentry process by collecting and documenting information in the Inmate Management System (IMS). This continuum includes, but is not limited to:

1. Booking and admission activities;
2. Conducting risk/needs and educational/vocational assessments;
3. Providing medical/mental health intake;
4. Developing a personalized program plan;
5. Rendering final classification decisions;
6. Encouraging inmate program participation;
7. Providing reentry and job readiness workshops;
8. Tracking program participation;
9. Making law enforcement/victim notifications;
10. Conducting release planning meetings;
11. Developing an individual reentry plan;
12. Processing an inmate's final release to the community.

493.02 **Guiding Principles of Reentry:**

- A. The guiding principles and goals of the Department's reentry planning process include:
 1. Reentry begins on the first day of incarceration in the Department.
 2. Individual plans based on comprehensive assessments that identify each offender's strengths, deficits, and program needs shall be developed.
 3. An offender will progress through custody levels based on behavior and program needs. Every effort will be made to reduce direct releases from maximum security.

4. Evidenced based programs and services will be prioritized in the Individual Plan and delivered at the most effective point during the offender case management period.
5. Evidenced based programs and services will be offered agency-wide and include plans for continuation as offenders transition to the community.
6. Decisions regarding the management of offender cases will be made with one overarching goal: enhancing public safety by maximizing the successful reentry of offenders to society.
7. Decreasing recidivism and preventing homelessness by assisting inmates at risk for homelessness with housing search services.

493.03 **Definitions:**

At risk for Homelessness: Any inmate who reports he/she was homeless at admission or reports a lack of support/resources or refuses to provide a release address during the discharge planning process.

Case Management: A range of services and process of accountability provided by correctional staff to define risks and needs for the development and monitoring of the inmate's program plan in an effort to promote successful offender reentry.

Correction Program Officer (CPO): The staff person at a correctional facility who, when assigned classification duties, collects information obtained through inmate interviews and available casework records, and who prepares a summary of this information for classification. A correctional program officer is also responsible for monitoring an inmate's participation and compliance with a personalized program plan or program recommendations and facilitates reentry preparation.

Correctional Recovery Academy (CRA): A six to eight month skill-based program that targets substance abuse, anger management, criminal thinking and relapse prevention. The goal of the CRA is to reduce chronic recidivism and substance abuse by utilizing a curriculum supported by principles of cognitive behavioral theory.

Forensic Transition Team: A regionally based Department of Mental Health clinical team, who identifies inmates eligible for DMH aftercare services by meeting with the inmate three months prior to release and following him/her three months post release to span the transition to facilitate continuity of care.

Homeless Inmates: Inmates who do not have a housing plan six months prior to release, or who refuse to disclose their housing plans.

Housing Search Specialists: The staff person at a correctional facility assigned to assist releasing inmates identified as risk for homelessness with securing suitable housing.

Housing Search Specialist Program: This program combines the use of technology, partnerships with the community and a network of highly trained and motivated staff to singularly focus on securing suitable housing for releasing offenders who have been identified as at risk for homelessness. The goal of the program is to prevent homelessness and promote public safety.

Identification Documents: Birth Certificate, Driver's License, State ID, Social Security Card, Passport, Veterans DD-214 form, Alien Registration Card (Green Card), Marriage Certificate, MassHealth Card and/or Military ID.

Individual Reentry Plan (IRP): A report consisting of the inmate's name, gender, date of birth, final release address, MassHealth information (if applicable), Regional Reentry Center locations and contact information, JobQuest profile ID and password (if applicable), and One-Stop Career Center contact information.

Inmate Management System (IMS): The Department's automated information system that provides processing, storage and retrieval of inmate-related information needed by Department personnel and other authorized users within the criminal justice system.

Institution Reentry Committee (IRC): The inter-agency, multi-disciplinary facility based committee established within each institution, chaired by the Reentry Liaison, which meets monthly to develop an Individual Reentry Plan for each inmate prior to release to the community. The role of the IRC is to review the following needs as they pertain to each offender: housing, medical & mental health treatment, substance abuse treatment, education & employment/job development and transportation arrangements. The IRC meeting attendees shall include at a minimum: Records Manager, Department contracted Medical staff (HSA or designee), Department contracted Mental Health provider staff, and assigned Correction Program Officers. A representative from the Forensic Transition Team, the Institutional Parole Officer, Reentry and Employment Planner and Reintegration Counselor may also attend as needed.

Institutional Parole Officer (IPO): Parole Board staff who work within Department facilities to compile information and conduct pre-parole interviews and investigations on inmates with parole eligibility for presentation at Parole Board hearings.

MassHealth: The medical and mental health care insurance program available to inmates upon release.

Medicaid Management Information System (MMIS): An electronic system available to providers participating in MassHealth that provides the most current MassHealth information, including, but not limited to, eligibility status, coverage type and additional benefit information.

Medical/Mental Health Discharge Planner: A contracted staff member responsible for the scheduling of appointments with community providers to include care for chronic illnesses, prenatal services, mental

health and substance abuse services and victims of sexually abusive behavior.

One-Stop Career Center: Career centers across Massachusetts form the foundation of the state's delivery system for employment and training services for job seekers, employers and their workers. Some of the free services offered at the career centers may include, but are not limited to: access to skills training, career counseling, coaching on job search skills, workshops on variety of job search strategies, networking groups, job fairs, unemployment insurance walk in service, access to computers and internet and resume building.

Parole/Parole Reserve: The procedure for the release of an inmate prior to the expiration of sentence, permitting them to serve the remainder of his/her sentence in the community under supervision and in compliance with specified conditions. The term "Reserve" in a Parole Board vote means that a certificate of release will be issued on or any time after the date indicated in the vote provided that certain conditions are satisfied. These conditions will be indicated in the vote or required by Massachusetts General Laws, parole board regulations or parole board policy.

Probation: Probation is a court-ordered sanction placed on a person convicted of a crime. The offender is allowed to remain in the community under the strict supervision of a probation officer.

Reentry Liaison: The superintendent's designee responsible for oversight of the reentry planning process.

Reentry Planner: The individual responsible for facilitating a 10 day Reentry and Employment Readiness Workshop resulting in the development of an employment and release portfolio submitted as a release document for each completing inmate. The Reentry planner also makes referrals to One Stop Career Centers and related agencies as appropriate.

Reentry Presentations: Informational sessions provided for inmates who are within six months of their anticipated COD/COR and/or parole reserve date designed to promote linkages with community based service providers and other agencies prior to release.

Reentry and Employment Readiness Workshop: A 10 day workshop offered to inmates within one year of a defined release date that assists them in the development of an employment portfolio and addresses other general reentry related topics.

Release and Employment Portfolio: A release and employment portfolio is generated for inmates that have completed the Reentry and Employment Readiness Workshop. Contents shall include, but not be limited to: Identification, Resume (hard and electronic copy), Cover Letter, Practice Job Application, Work Opportunity Tax Credit Conditional Certification form, Federal Bonding material, MassCor Work Verification, Transcripts, Certificates and Licenses.

Reintegration Counselor: A contracted CRA Counselor whose focus is working specifically with CRA graduates and/or in occasional cases, active CRA participants, to assist them in finalizing their release plans.

Regional Reentry Centers (RRC): The Parole Board's Regional Reentry Centers are a component of the regional Parole offices and are primarily responsible for processing releases and providing services for paroled/discharged inmates.

493.04 **Institutional Release Planning:**

- A. Each institution shall convene a monthly Institution Reentry Committee (IRC) meeting to review the Individual Reentry Plan (IRP) for inmates who are within six (6) months of an anticipated COD/COR release date and/or Parole Reserve Date.
- B. The IRC meeting shall normally be chaired by the Reentry Liaison. The Reentry Liaison shall at a minimum:

1. Ensure staff are appropriately trained in all aspects of reentry;
 2. Schedule and chair the IRC meetings and ensure that assigned staff are in attendance and appropriate external stakeholders invited;
 3. Ensure the list of inmates has been distributed to IRC members at least five business days prior to the meeting;
 4. Ensure that the IMS reentry planning screens are entered and updated and a progression of case management notes completed from the initial meeting to the day of release.
- C. The IRC meeting attendees shall include at a minimum: Records Manager, contracted Medical staff (HSA or designee), contracted Mental Health staff (MH Director or designee), and assigned Correction Program Officers. A Forensic Transition Team representative, Institutional Parole Officer, Reentry Planner, Reintegration Counselor or any other internal stakeholder may attend as needed. The Reentry Liaison shall utilize the Institution Reentry Committee Application to document IRC meeting attendance.
- D. Prior to each monthly IRC meeting, the assigned CPO shall conduct an interview with the inmate and review reentry related information including but not limited to IMS assessments, and six-part folder to assist in the development of the inmate's Individual Reentry Plan (IRP). The assigned CPO shall document the outcome of the meetings in the IMS reentry case management notes.
- E. Inmates, at a minimum, shall have an opportunity to address their reentry needs during their interview with the assigned CPO.
1. Inmates are responsible for working with the CPO and other correctional staff to develop an Individual Reentry Plan (IRP).

2. The inmate is provided an opportunity for input into the services he/she believes are needed to promote successful reentry.
- G. At each IRC meeting, the assigned CPO shall present information about the needs of each inmate to the Committee members who shall work to identify programs/linkages to address the identified need areas in the Individual Reentry Plan.

493.05 Reentry Presentations:

- A. The Reentry Liaison at each facility shall coordinate Reentry Presentations for inmates who are six months within their anticipated COD/COR release date and/or parole reserve date.
- B. These presentations shall be held at a minimum of every six months and include the following topics:
 1. Housing Search Services
 2. MassHealth
 3. Employment/One Stop Career Centers
 4. Parole's Regional Reentry Centers
 5. Veterans Services
 6. Linkages to Community Based Resources

493.06 Notification to Probation:

The Reentry Services Division shall distribute the Community Round Table Report to Chief Probation officers by the 5th of each month. This report will capture the next six months of releases by Superior Court district.

493.07 Housing and Homelessness:

- A. At six (6) months prior to the inmate's anticipated COD/COR release date and/or parole reserve date, the assigned CPO shall assess the inmate's housing plans to assist and direct the inmate to begin seeking housing placement options that are appropriate, using any and all

available resources for the particular needs and strengths assessed. The outcome of this initial meeting shall be documented in the IMS reentry case management notes.

1. The feasibility, safety, and appropriateness of an offender's housing plan shall be discussed with the inmate first. All issues related to familial relationships, public and personal safety as well as any medical, mental health or substance problems will be addressed at this time.
 2. The assigned CPO shall make every effort to confirm the home address, phone number and the name of the person or persons with whom the inmate will be residing. The CPO may confirm information in accordance with 103 DOC 153, CORI Regulations. All outreach attempts and contacts shall be documented in the reentry case management notes of IMS.
 3. If any victim issues or concerns are identified, the Victim Services Unit (VSU) shall be notified by the institution. The VSU shall contact all certified individuals regarding the offenders return to the community in accordance with the Certification and Notification Policy 103 DOC 407. If issues are identified, the Reentry Liaison shall be notified as appropriate by the VSU.
 4. If the assigned CPO is unable to confirm the housing plan, other suitable housing options shall be explored, confirmed and documented.
- B. Inmates who do not have a defined housing plan, or who refuse to disclose their housing plan shall be considered at risk for homelessness and shall be referred to the available housing search specialist.

- C. Housing and homelessness status shall be reported at the IRC as stated in 493.04.
- D. Staff and vendors shall inform relevant inmates in accordance with M.G.L., Ch 111, section 71, that no sex offender classified as a level 3 offender shall knowingly and willingly establish living conditions within, move to, or transfer to any convalescent or nursing home, infirmary maintained in a town, rest home, charitable home for the aged or intermediate care facility for the mentally retarded.

493.08 Medical, Mental Health and Substance Abuse Treatment

- A. Six (6) months prior to the inmate's anticipated COD/COR release date and/or parole reserve date, the medical/mental health discharge planner shall document whether the inmate has substance abuse issues in the IMS.
- B. Once the housing plan has been identified, the medical/mental health discharge planner shall schedule appointments with community providers and document in the IMS.
- C. Sixty (60) days prior to an inmate's anticipated COD/COR and/or parole reserve date, the assigned CPO shall conduct a Medicaid Management Information System (MMIS) check on each inmate to determine whether an electronic Mass Health application needs to be completed. If applicable, the assigned CPO shall complete the MassHealth application in Virtual Gateway in accordance with the Reentry Services Operations Manual and document in the Reentry Mass Health/Medical IMS. Five business days prior to the inmates approved release the Reentry Liaison or Designee shall conduct a final Medicaid Management Information System (MMIS) check on each inmate to determine whether the electronic Mass Health application is approved and document in the Reentry Mass Health/Medical in IMS
- D. The medical/mental health discharge planner shall identify inmates with medical and mental

health illness who would qualify for MassHealth disability and complete the Disability Supplement Application.

- E. Inmates shall receive Medical/Mental Health reentry planning in accordance with 103 DOC 630, Medical Services.

493.09 Referral to Regional Reentry Center (RRC):

- A. Inmates with no condition of post release supervision (Parole and/or Probation) are eligible for Parole's Regional Reentry Centers.
- B. Sixty (60) days prior to the inmate's anticipated COD/COR release date, the assigned CPO shall complete a referral in the IMS to the Parole Regional Reentry Center outlined in the Regional Reentry Center City Listing.
- C. In the event that the inmate refuses, the designated staff person shall meet with the inmate to encourage him/her to take the State provided transportation, meet with the RRC staff and take advantage of the community services available at the RRC. If an inmate refuses to be transported to the RRC prior to or on the day of release, the release coordinator shall notify the respective RRC of refusal via telephone. The IMS reentry planning screen shall be updated.

If the inmate's approved final release date falls on a Saturday, procedures as outlined in 103 DOC 404, Inmate Release Policy, specifically 404.07 Actual release from custody will be followed.

- D. The Department shall coordinate the transportation of state inmates with no condition of post release supervision (Parole and/or Probation) to Parole's Regional Reentry Center in accordance with 103 DOC 530 Inmate Transportation and 103 DOC 404 Inmate Release Policy.

493.10 **Employment:**

- A. Eligible inmates shall be notified to attend the Reentry and Employment Readiness Workshop when they are within twelve (12) months of their ERD.
- B. Inmates who have satisfactorily completed the Reentry and Employment Readiness Workshop shall have a Release and Employment Readiness Portfolio compiled with documents to prepare them for employment in the community. This portfolio shall be stored as outlined in the facilities procedure until the day of discharge.
- C. No later than thirty (30) days prior to the inmate's anticipated COD/COR and/or parole reserve date, the assigned CPO shall document the inmate's employment plan and One Stop Career Center region in the IMS.
- D. No later than fifteen (15) days prior to the inmates anticipated COD/COR and/or parole reserve date, contact information for the One Stop Career Centers shall be provided to the inmate as part of the Individual Reentry Plan (IRP) report as outlined in section 493.12.

493.11 **Final Release Plan:**

- A. Fifteen (15) days prior to the inmate's COD/COR and/or parole reserve date, the assigned CPO shall provide a copy of the inmate's Individual Reentry Plan (IRP) report for the inmate to verify and sign. The assigned CPO shall update the IMS accordingly. The purpose of this final review is to ensure that each inmate has the appropriate referrals, placement, identification documents, community linkages and transportation upon release.

493.12 **Performance Measures:**

- A. The Reentry Services Division in conjunction with the Executive Director of Strategic

Planning and Research tracks Performance Measures from releasing facilities to assess and improve implementation, efficiency and effectiveness of release planning.

- B. By the fifth of each month, the Reentry Liaison shall ensure that outcomes pertaining to MassHealth coverage, RRC transportation, and RHP referrals are entered into IMS for all inmates released the prior month.
- C. The Reentry Services Division shall forward performance measurement documentation to the Deputy Commissioner of Classification, Programs and Reentry, the Director of Performance Measures and the Superintendents by the fifteenth (15th) of every month.

493.13 **Emergencies:**

Whenever in the opinion of the Commissioner or the Deputy Commissioner of Classification, Programs and Reentry, an emergency exists which requires suspension of all or part of 103 DOC 493.00, he/she may order such suspension, provided that any such suspension ordered by the Deputy Commissioner of Classification, Programs and Reentry lasting beyond forty-eight (48) hours is authorized by the Commissioner.